

Report for Week Ending 13 December 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 6-60 - Installation of File System, GR Division

Completed installing the subject numeric system (according to primary subjects only) in the offices of the Chiefs of the Film and Photographic Branches. The files will be arranged by secondary and further subdivisions when we set up folders for 1957. The Branch Chiefs are screening their noncurrent records to determine disposition action. They have been asked to withhold destroying any material pending a review of their determinations by a member of the Disposition Branch. Project is about 50% complete.

General Information

a. Completed testing various typewriter ribbons with respect to Thermofax reproductive quality, and evaluated Employee Suggestion 2536 accordingly. We found that the types of ribbons presently stocked by the Agency produce reproducible copy of a quality equal to or better than that produced by a suggested Old Town Corp. #333 ribbon, made especially for Thermofax reproduction.

b. Developed a tally and appraisal sheet for use in studying the readability of memoranda produced in the DD/I area. Copies of this form and a listing of the locations of chrono files in the DD/I area were furnished Miss [REDACTED] OTR. She plans to use this material at a meeting Friday with Mr. [REDACTED] SA-DD/I, who is sponsoring the survey.

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c. Spoke on correspondence practices at the OTR sponsored Administrative Procedures course.

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d. Developed a brief on the Records Management Program for use in a talk given by Mr. [REDACTED]

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